



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	All PERSONS INTERESTED
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3	Job Classification	ADMINISTRATIVE MANAGER
4	Posting Number	PN# 105406
5	Department	INFORMATION TECHNOLOGY DEPARTMENT
6	Division	ADMINISTRATIVE SERVICES DIVISION
7	Section	
8	Reporting Location	611 WALKER 9th Floor
	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change

9 **DESCRIPTION OF DUTIES /ESSENTIAL FUNCTIONS**
Manages the accounting, budgeting, billing, and charge back process for the citywide telephone billing system. Manages the day-to-day personnel and activities of the function and process providing leadership, guidance and training and advice to subordinates. Develops financial reports, expenditure controls and accounting procedures for billing actual and projections. Monitors telephone contracts with several major vendors, respond to departments' inquiries regarding telephone bills, develop suggested improvements to the billing systems, assures payments are timely and credits distributed correctly. Monitors revenue to the billing system responding to budget and controller's office inquiries.

10 **WORKING CONDITIONS**
This position is physically comfortable; the individual has discretion about walking, standing, etc.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
Requires a Bachelor's degree in Business Administration, Accounting, Political Science, Psychology or a closely-related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**
Six (6) years of pertinent, progressive professional experience in personnel, administration, accounting or a closely-related field are required. Master's degree in Business Administration or related to the work being substituted for two years of experience.

13 **MINIMUM LICENSE REQUIREMENTS**
Valid Texas Class "C" Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

14 **PREFERENCES**
Five years of financial or budget analysis using MS Excel. Experience with MS Word, PowerPoint and Access a plus. Also experience with the Advantage Financial/Extended Purchasing and Advantage HR and use of the Datamarts for these systems preferred. Ability to communicate orally and in writing and transmit complex data to users.

15 **SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION** X Yes No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 26
\$1,587 - \$2,511 Biweekly \$41,262 - \$65,286 Annually

18 **OPENING DATE** June 22, 2005

19 **CLOSING DATE** Open Until Filled

20 **APPLICATION PROCEDURES**
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is 713.837.9496 candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**